

The Drop Box at the Sacramento Courthouse

The bankruptcy and district courts in the Sacramento Division permit counsel and parties to deposit pleadings and documents into a drop box located in front of the courthouse. The four photographs appended to this page depict the drop box for the bankruptcy court.

There are separate slots for documents filed in the district court and the bankruptcy court. For each court, there are two slots. When a document is inserted into the top slot, a machine stamps the date and time on it. Once stamped, the document is removed from the top slot and deposited into the lower, second slot. The document is collected in a basket. The basket is located in a secure room inside the courthouse accessible only to the clerks of each respective court.

The basket for each court is behind a separate, locked door. The key to each door is in the possession of only the clerk of the respective court. Consequently, the district court clerk does not collect the documents filed in the bankruptcy court basket (and vice versa). If a document for the bankruptcy court is deposited into the district court slot, the district court clerk delivers it the next morning to the bankruptcy court clerk (and vice versa). It is not redeposited by the clerk into the bankruptcy court drop box.

There is no likelihood for a document deposited into the second slot to be overlooked and not collected by the clerk. The documents are collected in a wire basket. If a document somehow does not fall into the basket, it is visible through the wire mesh. There is nothing else near the basket, making it impossible for documents to fall behind anything and be concealed.

The instructions for use of the drop box also are posted on the court's Internet site, www.caeb.uscourts.gov.

BANKRUPTCY

DISTRICT

[Redacted]

[Redacted]

[Redacted]

[Redacted]



BANKRUPTCY
COURT





LISTED 2800 LR 25872



TIME RECORDER EQUIP

CAUTION: DISCONNECT THE POWER CORD BEFORE OPENING DEVICE

Rapidprint INC.
MANUFACTURED IN U.S.A.
MODEL: 2800
SERIAL: 1000000000
DATE: 10/1/80
REVISION: 1.0